



# **MEMORANDUM**

*From the office of Town Administrator Peter R. Flynn*

Date: October 5, 2015

From: Peter Flynn

To: Board of Selectmen

Subject: Cost of Living Adjustments

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In 2012 I presented a new concept in determining the Wage Scales of all of our Town employees.

I introduced a Wage and Salary Table to include Grades and Steps and applied each employee a category to for placement.

The Grades were separated into 23 grade categories and consisted of 10 Steps.

No annual cost of living raises were to be given out until three years had passed and we had a good idea how this new system would work. In most cases about half of the employees would graduate to the next step and others would be frozen for a year in between step increases.

Some job categories will be changed because either a job was modified or it was determined by the Administrator that the original category for certain employees was flawed. The new adjustments will be made and presented at the Selectmen's meeting on October 5<sup>th</sup>.

I have submitted data to support my contention that a 1.5% Cost of Living increase is adequate and fair for all employees.